



## BALDWIN COUNTY COMMISSION

POLICY #4.3	
<b>Subject</b>	Road Name Policy
<b>Date Adopted</b>	March 17, 2009
<b>Agenda Item</b>	Agenda Item E 25, Minutes pg. 11
<b>Obsolete Versions</b>	May 16, 1995      Minute Book 16, pg. 177-179 October 4, 2005      Minutes pg. 11-13 February 19, 2008      Minutes pg. 26

### **POLICY STATEMENT**

This policy allows the Baldwin County Building Official to approve a **Road Name Change** or a **New Road Name** application and submit to E911 Addressing and or the Baldwin County Commission for approval as directed by Resolution #2017-036 dated December 6, 2016.

### **PROCEDURAL REQUIREMENT**

In order to carry out this policy, the following steps must be taken:

1. An application is received by the Building Inspection Department. They in turn verify that all information is correct and that the requirements are met and processed accordingly.
2. If the application is for a **New Road Name** and all requirements have been met, the application is forwarded to E911 Addressing for processing.
3. The Building Official shall have the authority to reject any proposed New Road Name that in his opinion may increase the unauthorized removal of the road name sign.

4. If the application is for a **Road Name Change**, the following will apply:
- a. Building Inspection staff receives request from either E911 Addressing or the Public, maps out the road and verifies all information is correct.
  - b. A non-refundable processing fee of \$50.00 must accompany the application.
  - c. Building Inspection staff presents request to the Baldwin County Commission at a work session. If at the work session there are no issues or questions, the request is then forwarded to the Baldwin County Commission for approval at the next regularly scheduled meeting.
  - d. Once the request is approved by the Baldwin County Commission, the request is forwarded to the Sign Division of The Baldwin County Highway Department for ordering of sign and installation, and a letter sent to E911 Addressing notifying of Road Name Change.

#### **FORMS/ATTACHMENTS/EXHIBITS**

1. Resolution #2017-036 of the Baldwin County Commission – adopted 20161206
2. New Road Name petition (application) – revised 20161206
3. Road Name Change petition (application) – revised 20161206